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3 April 1986

MEMORANDUM FOR: Deputy Director for Administration

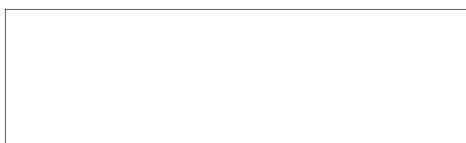
FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (27 March - 2 April 1986)

1. *The Chief of the Information Resources Management Division (IRMD) and representatives met with the Chief of the National Security Agency's history and archives program and the NSA Records Officer to discuss CIA's information management program and to tour the Agency Archives and Records Center (AARC). The NSA representatives are trying to get support for a modern records center at NSA and wanted ideas from AARC's organization and operation. In turn the NSA representatives provided information on several NSA records programs, including the application of bar codes.

2. *The Classification Review Division (CRD) was visited by William Gibbons who is writing for the Senate Foreign Relations Committee a history of the legislative and Executive roles in the Vietnam War 1945-1975. He had requested access to pertinent unclassified information that CIA might have. He was shown printouts of unclassified documents released under FOIA and from the Office of Central Reference (OCR) AEGIS database. Before giving copies of the material to Mr. Gibbons, CRD will coordinate with OCR, the Office of Congressional Liaison, and the Information Review Officers from the Directorates of Intelligence and Operations.



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C O N F I D E N T I A L

3. *The Office of the DCI requested CRD to locate a copy of a report on the OSS ordered by President Roosevelt just before he died. The search led to the Truman Presidential Library where the archivist identified the report as prepared by then Presidential Military Aide Col. Richard Park, Jr. and dated 12 March 1945. The report had been released in 1985 in sanitized form under a mandatory review request. Based on this information, the DECAL database in the Information and Privacy Division (IPD) was searched and a copy was found. The search was completed and the request honored within 48 hours.

4. *Two CRD reviewers visited the National Archives and Records Administration (NARA) to begin the declassification re-review of about five cubic feet of an original 1000 cubic feet collection of OSS Research & Analysis (R&A) files that had been reviewed by a select team of OSS annuitants during 1972-75. NARA wants to put the declassified documents from the OSS collection on microfilm and has asked CRD to re-review the five cubic feet withheld to see what portion can now be declassified. The review will be coordinated with the Directorate of Operations.

25X1 5. IRMD representatives met with the Deputy Chief, [redacted] Information Management Staff, DO, and members of his staff to discuss the results of OIS's search for unaccounted for Top Secret (TS) collateral documents within the Directorate of Operations. The IRMD representatives said that the search had located almost 400 unaccounted for TS documents, thus supporting the need to search for additional unaccounted for TS documents charged to specific DO components. The Deputy Chief agreed to make arrangements for the additional searches.

25X1 6. The Chief of the Information Services Center [redacted]
25X1 [redacted] reported that the services provided by the Center are steadily increasing. Approximately 100 cables are being received per day. The Center continues to be hampered, however, by not having a computer terminal and must log all documents for the Intelligence Community Staff manually and then forward the logs with the documents to the IC Staff Registry for inputting into the CDOCS portion of TRIS. The IC Staff is helping to get a terminal installed at the Center.

25X1 7. The Agency Security Classification Officer, assigned to OIS, briefed representatives of the Foreign Resources Division, Directorate of Operations, concerning the use of the Agency Classification Guide, the difference between original and derivative classification decisions, and classification procedures mandated by Executive Order 12356. Interest was generated by a survey conducted during the week of 17-21 March 1986 to determine the number of classification decisions made in the Agency during that period. [redacted]

C O N F I D E N T I A L

25X1 8. Representatives from IRMD met with the Records Management Officer, Office of Finance (OF) concerning the draft machine readable records control schedule item for the Office of Logistics' Contractor Information System (CONIF). Also present were two Office of Finance personnel who serve as Data Base Managers for CONIF. The OF representatives provided details of data entry and file content, interfaces, and output functions associated with the CONIF System. Upon receipt of additional information, the draft CONIF records control schedule item will be updated and a revised version forwarded to the Office of Logistics and OF for review.

25X1 IRMD representatives also reviewed a draft machine readable records control schedule item for the Office of Security's Community-Wide Computer-Assisted Compartmentation Control System (4-C). The Chief, Special Security Center, and appropriate Office of Security representatives approved the draft item after consulting with attorneys in the Office of General Counsel who provided disposition requirements for the 4-C Privacy File.

9. On 3 April 1986, representatives from IRMD will meet with the Assistant Director of Training for Curriculum, Office of Training and Education (OTE), to discuss the feasibility of including a presentation on classification decisions and the use of the Agency Classification Guide in several OTE courses.

25X1 10. The backlog of initial FOIA requests continues to fall and is now at 1478. The backlog of requests in administrative appeal fell by seven

Attachment
As Stated

C O N F I D E N T I A L

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2 April 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (26 March - 1 April 1986)

1. The Week in Review 26 Mar. - 1 Apr. 1986 1986 Weekly Average
- | | | |
|-------------------------|-------|-------|
| a. New cases | 68 | 61.5 |
| b. Cases closed | 76 | 74.2 |
| c. New appeals logged | 1 | 3.5 |
| d. Appeals closed | 8 | 2.2 |
| e. Manpower (man-weeks) | 103.0 | 106.5 |
2. Current Backlogs
- a. Initial requests - 1478
 - b. Requests in administrative appeal - 203
 - c. Requests in litigation - 75
3. Spotlighted Requests

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STAT IPD/MJD:sh, [] (1 April 1986) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OCA
1 - OP
1 - OL
STAT 1 - C/IMS []
STAT 1 - DDO/IRO
25 - DDO/IMS []
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OTE/MAT
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH

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1 April 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 26 March -1 April 1986

1. CRD was visited by William Gibbons who is writing a history of the legislative and executive roles in the Vietnam War 1945-1975 for the Senate Foreign Relations Committee. He had requested access to unclassified information that CIA might have that would be pertinent to his study. He was shown printouts of unclassified documents released under FOIA and that are in the OCR AEGIS database. Arrangments are being made to get appropriate copies of these printouts to Mr. Gibbons so he can identify material that he can use in his study. The actions in this case are being coordinated with OCR, OCA, DI/IRO, and DO/IRO. So far Mr. Gibbons appears pleased with the cooperation he has received. (U)

2. The O/DCI requested a copy of a report on the OSS ordered by President Roosevelt just before he died but delivered to President Truman. The report reportedly had found its way into the Truman Presidential Library. From a call to Dennis Bilger at the Truman Library the report was ~~was~~ positively identified as one made by Presidential Military Aide Col. Richard Park, Jr., and written on 12 March 1945. The report had been released in sanitized form to Anthony Cave Brown in May 1985 under a mandatory review request. Based on this information and with help from the computer experts in IPD, we were able to find a copy of the complete report in short order. Thus the request was satisfied on the next working day. (U)

3. Two CRD reviewers visited NARA to begin the declassification re-review of about five feet of OSS Research & Analysis (R&A) files. The R&A collection of about 1000 feet was originally reviewed by the OSS Review Team 1972-75 and this is the material that was withheld. Now NARA wants to put the declassified portion of the collection on microfilm to protect the original paper records. Because NARA wants to put the maximum amount of the records on microfilm to obviate FOI and mandatory review requests, they have asked us to re-review the withheld portion to see what can now be declassified. Based on the first day's results it appears that a significant percentage of this material may be declassified or released in sanitized form. Coordination with the DO will be undertaken. (U)



C/CRD

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1 April 1986

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (26 March - 1 April 1986)

1. WORK IN PROGRESS

a. Machine Readable Records. Messrs. [REDACTED] and [REDACTED] Information Management Branch, met with [REDACTED] Records Management Officer for the Office of Finance, and two OF officers who serve as Data Base Managers for OF interests in the Office of Logistics' Contractor Information System (CONIF). Messrs. [REDACTED] Commercial Systems and Audit Division, and [REDACTED] Audit and Certification Division, provided details of OF data entry and file content, interfaces, and output functions associated with the CONIF System. Upon receipt of additional information, which is expected from OF during the week of 31 March, the draft of the records control schedule item for CONIF will be updated and a revised version forwarded to OL and OF for review. [REDACTED]

Messrs. [REDACTED] also reviewed a draft records control schedule item for the Office of Security's (OS) Community-Wide Computer-Assisted Compartmentation Control System (4-C) with OS personnel. [REDACTED] Chief, Special Security Center, [REDACTED] Chief, Administrative Staff, and [REDACTED] 4-C System Programmer, approved the draft item after consulting with attorneys in the Office of General Counsel (OGC) who provided disposition requirements for the 4-C Privacy File. Since OS is temporarily without a Records Management Officer, Messrs. [REDACTED] offered to continue writing schedule items for any system identified by OS, and then work with the new RMO once the individual has assigned and can assume the major responsibility for continuing the scheduling effort of the OS machine readable records. OS representatives were assured that IMB would always be available for assistance as needed in working on these systems. [REDACTED] agreed to the proposal and will contact IMB when he identifies the next system to be scheduled. [REDACTED]

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b. TS Documents. Progress continues to be made in our efforts to find unaccounted for TS collateral documents. Annuitant [] continued his review of the retired records holdings of the Office of Global Issues, finding four TS documents. These will require followup research to determine their ownership. [] and two other annuitants, reviewed the retired holdings of the Office of Development and Engineering, locating 31 TS documents. All of these documents will require followup research. [] a fourth annuitant, continued his search of the retired records of the Office of Scientific and Weapons Research, finding three documents whose ownership must be determined. [] and [] Information Control Branch, continued to process the information on documents found by the annuitants.

[] Chief, ICB, and [] ICB, met with [] Deputy Chief, [] Information Management Staff, DO, and members of his staff to discuss the results of our search for unaccounted TS collateral documents in the Sensitive Information Section, IMS. Messrs. [] indicated that these efforts resulted in the identification of almost 400 unaccounted for TS documents. Their identification supports the need to search for the large number of missing TS documents that are charged to other DO components. [] agreed to make arrangements for a search effort to be undertaken in the DO's Near East Division, as well as a review of the retired record holdings of that division. [] indicated that he would inform [] of the scheduling of these activities during the week of 1 April 1986.

c. Information Services Center. [] Chief of the Information Services Center in [] met with the Senior Secretary Committee of the Office of Communications to discuss a workshop that will be conducted on the classification of documents and on correspondence for OC secretaries. [] has been asked to assist in conducting the workshop. [] will meet with the group again in mid-April.

[] Chief, Information Services Center, [] reported that services provided by the Center are steadily increasing. The volume of mail and cables being processed by the Center is growing rapidly. The Center is receiving 100 cables per day through its communications equipment, most of which are for DO elements. The work of the Center continues to be hampered because its personnel do not have access to a computer terminal. Because it has no terminal, the logging of documents for the Intelligence Community Staff must be accomplished manually and then forwarded to the IC Staff Registry for inputting into the CDOCS portion of TRIS. The IC Staff is attempting to have a terminal installed for the Center.

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2. SIGNIFICANT EVENTS/ACTIVITIES

25X1 a. NASA Officials Visit. Chief, IRMD, [redacted]
 25X1 Chief, Information Control Branch, and [redacted] Chief,
 25X1 Archives and Records Center Branch, met with [redacted]
 25X1 Chief, NSA's history and archives program, and [redacted] NSA
 Records Officer, to discuss the CIA's Information Management
 Program and the operation of the Agency Archives and Records
 Center. Chief, IRMD, briefed the NSA visitors on the Agency's
 25X1 Information Management Program and [redacted] discussed the
 25X1 activities of the Center. Messrs. [redacted] indicated
 that they are trying to get support for a modern records center
 at NSA and wanted to get some ideas from the Agency's center how
 it might be organized and operated. They were later given a
 tour of the facility and had a chance to observe the activities
 25X1 of the various AARC sections. Messrs. [redacted] also
 provided information on some records programs that NSA is
 pursuing, including the application of bar codes to their
 records center holdings. The problems of dealing with the
 25X1 records of [redacted] were also discussed.
 25X1 [redacted]

25X1 b. Classification Matters. [redacted] Agency Security
 Classification Officer, provided assistance to the Office of
 Logistics (OL) in classifying a document dealing with domestic
 liaison relationships. OL was unable to identify an appropriate
 item in the Classification Guide, and asked for guidance from
 25X1 [redacted] on using an original classification decision to
 25X1 classify the document. [redacted] provided the requested
 information, but also pointed out several items in the
 Classification Guide that OL had not previously considered for
 use in classifying the information. Based on these items, OL
 was able to use an item in the Classification Guide to justify
 classification of the document.

25X1 [redacted] also briefed representatives of the Foreign
 Resources Division, Directorate of Operations, concerning the
 use of the Agency Classification Guide, original vs. derivative
 classification decisions, and classification procedures as
 mandated in EO 12356. Interest in this topic was generated by
 the Agency-wide survey that was conducted during the week of
 25X1 17-21 March 1986 to determine the number of classification
 25X1 decisions made in the Agency during that period. [redacted]

25X1 [redacted] responded to an inquiry from the Position
 Management & Compensation Division (OP/PMCD) about the
 possibility of obtaining a waiver from EO 12356 on portion
 25X1 marking for a particular PMCD report. [redacted] explained that
 portion marking waivers are not granted on a document by

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document basis and that only the DCI has the authority to grant a waiver from the portion marking requirements of EO 12356. A general discussion followed concerning the similarities between PMCD surveys and Inspector General (IG) surveys. The IG requested and received in 1982 a waiver from having to portion mark its survey reports. PMCD personnel were advised that if they wish to request a waiver, a written request should be sent to the Director of Information Services who will prepare the proper documentation for the DCI. Background information concerning Agency portion marking requirements and waivers was sent to PMCD.

c. Records Center personnel performed the following activities during the week:

RAMS:	Made 22 additions, 7 changes, and 101 deletions.
ARCINS:	Jobs received/edited: 16. Jobs keyed: 35 consisting of 5979 entries. Jobs completed: 13.
Accessions:	Received 30 jobs totaling 386 cubic feet.
References:	Serviced 3357 requests for records.
Dispositions:	Transferred 120 cubic feet of material to the hammermill for destruction.

3. SCHEDULED MEETINGS

25X1 [redacted] Chief, Information Management Branch, and
 25X1 [redacted] IMB, will meet with [redacted] Assistant Director
 25X1 of Training for Curriculum, and representatives of various OTE
 facilities, to discuss the feasibility of including a
 presentation on classification decisions and the use of the
 Agency Classification Guide in some OTE courses.

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